



FREE STATE PROVINCE

FREE STATE PROVINCIAL GOVERNMENT

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



DEPARTMENT OF TREASURY

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (**a transcript of results must be attached or subjects should be mentioned in the CV**), driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are received on/or before the closing date. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF FREE STATE PROVINCIAL TREASURY TO BE SUBMITTED TO:

The Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Ms. N Mchabasa, Fidel Castro Building, Tel No: (051) 405 4274 or deliver by hand to Ms. Mchabasa in Room 426(b), Fidel Castro Building, Bloemfontein. Applications can also be faxed to 051 405 4265

CLOSING DATE: 13 JULY 2018

**RECORDS AND FACILITY MANAGEMENT ADMINISTRATOR
REFERENCE NO: FSPT 028/18**

SALARY: Salary level 8– A basic salary of R 299 709.00 per annum.

CENTRE: BLOEMFONTEIN

REQUIREMENTS:

A degree/ diploma in Public Management or equivalent qualification. A minimum of three (3) years' experience in the Public Sector environment. Knowledge of the National Archives and Records Services Act, Access to Information Act, Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations.

DUTIES:

Implement and monitor the Records and Facility Management policy of the Department. Implement and monitor well-structured records classification and records keeping systems (i.e. paper based records, micrographics projects, electronic records, etc.) to ensure easy retrieval, management and safe keeping. Manage and monitor the Messenger/Driver services, Cleaners and Groundsman. Handle the Promotion of Access to Information Act (PAIA) requests. Manage the resources of the Component.

ENQUIRIES:

Mr. FF Sithole: (051) 4023 4137